

**TERA / FLEET RESERVE / 30 YEAR RETIREMENTS REQUEST
INFORMATION SHEET**

SSN: _____ Last Name (First Five Letters) _____

MBR's UIC _____

MBR's Work Phone: Comm _____ DSN _____
(If Applicable)

Retirement Type (Please Check) ☐ Early Retirement ☐ Fleet Reserve ☐ Retirement (30 Yrs)

Retirement Physical Scheduled: ☐ Yes ☐ No

Contact Relief Required ☐ Yes ☐ No
(CMD Manpower Specialist Input)

Completed Required Time: (For Early Retirements Only) ☐ Yes ☐ No

Requested Fleet Reserve / Retirement Date: _____
YY / MM / DD

Branch of Service: ☐ USN ☐ USNR ☐ TAR

Waiver Needed for:

Minimum Activity Tour	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Overtour (PRD Extension)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Time in Grade (E7 – E9)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

(NOTE: Must have 2 years active service starting from effective date of rate as E7 – E9. Fleet Reserve Transfer after 1 year minimum service, waiver may be Requested for 1 year.)

Bupers record review for Extraordinary Heroism: ☐ Yes ☐ No

Service in other Military Branch: ☐ Yes ☐ No
(Attach copy of all DD214 from other branches)

of days PTDY (Job / House Hunting): _____

of days Retirement Leave: _____

Disciplinary action pending (for early Retirements) ☐ Yes ☐ No

Sufficient OBLISERV incurred up to desired Fleet Reserve / Retirement Date: ☐ Yes ☐ No

NOTE: THIS FORM SHOULD ACCOMPANY YOUR COMPLETED REQUEST CHIT

RETIREMENT / REENLISTMENT / AWARDS CEREMONIES BIOGRAPHICAL INFO

NAME: _____ RATE: _____ SSN: _____

HOME TOWN: _____ LAST DAY AT RTC: _____

DO YOU DESIRE A GOVERNOR LETTER COMMEMORATING YOUR RETIREMENT? ☐ Yes ☐ No

IF YES, WHAT STATE? _____

WOULD YOU LIKE A FLAG? _____

IF YES, WHERE WOULD YOU LIKE IT TO BE FLOWN? _____

DEPENDANT INFORMATION

	<u>NAME</u>	<u>RELATIONSHIP</u>	<u>WILL ATTEND CEREMONY</u>	
SPOUSE:			<input type="checkbox"/> Yes	<input type="checkbox"/> No
CHILDREN:			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
OTHER:			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No

**** SCHEDULING PERMITS, INVITATION FOR CO ____ XO ____ TO ATTEND CEREMONY**

CEREMONY INFORMATION
(IF NO CEREMONY, MARK "N/A")

OFFICIATING OFFICER: _____ LOCATION: _____

DATE: _____ TIME: _____

UNIFORM: _____

CHRONOLOGICAL LIST OF DUTY STATIONS

[illegible]

SEPARATEE'S / RETIREE'S RECOMMENDED TIME MANAGEMENT CHECKLIST

This form is a guide for separatee's, Fleet Reservists and Retirees.
Contact the appropriate agency for current information.

	Scheduled Date	Completion Date
12 – 9 Months Out		
• Begin using transition & education office resources	_____	_____
• Familiarize Spouse / Family with transition process (Family Service Center FSC)	_____	_____
• See Command Career Counselor for Pre-separation counseling	_____	_____
• Schedule physical	_____	_____
• Review wills & legal documents	_____	_____
• Begin draft resume	_____	_____
• Request retired pay computations	_____	_____
• Visit new area if relocating	_____	_____
• Develop your Individual Transition Plan (FCS Mandated)	_____	_____
• Review DD Form 2648 (FSC)	_____	_____
• Discuss your plans with your family	_____	_____
• Assess job skills / interests & take vocational interest inventory	_____	_____
• Contact Veteran Service Officer if applying for disability (VA)	_____	_____
• Apply for transfer to Fleet Reserve up to 18 months prior (CCC)	_____	_____
• Request medical records for prior periods of service	_____	_____
• Begin networking & continue it throughout your job search	_____	_____
• Schedule TAP workshop (CCC) and pre-separation counseling (FSC)	_____	_____
6 Months Out		
• Attend TAP Work Shop	_____	_____
• Make list of potential employers	_____	_____
• Schedule job hunting leave	_____	_____
• Begin attending job fairs	_____	_____
• Contact Executive Placement Service	_____	_____
• Establish a financial plan	_____	_____
• Subscribe to the Sunday newspaper in new area for employment ads	_____	_____
• Consider joining veteran / community / fraternal organizations	_____	_____
4 Months Out		
• Fill out DD 295 (Navy College Office)	_____	_____
• Enroll in & utilize DORS, TBB, & PACS Bulletin Boards (FSC)	_____	_____
• Finish Resume	_____	_____
• Fill out SF 171 for Federal Employment	_____	_____
• Review DD Form 2586	_____	_____
• Ensure your service record is up to date (PSD)	_____	_____
• Research relocation options, entitlements, etc. (RAP Office)	_____	_____
• Verify eligibility & benefits for GI Bill / VEAP (PSD, Navy College Office)	_____	_____
• Verify benefits & requirements with State Veterans Affairs Office	_____	_____
3 Months Out		
• Make SBP election (PSD)	_____	_____
• Make copy of service record	_____	_____
• Send out resume	_____	_____
• Visit private & public employment agencies	_____	_____
• Respond to classified ads	_____	_____
• Start shopping for TRICARE supplements & life insurance	_____	_____
• Plan travel arrangements for 30 days prior to interviews	_____	_____
• Utilize employment services at Transition Assistance Office (FSC)	_____	_____
2 Months Out		
• Ensure allotments are correct	_____	_____
• Ensure physical exam is complete	_____	_____
• Schedule shipment of household goods	_____	_____
• Make copies of medical / dental / shot records for self & family	_____	_____
• If planning to attend school, complete VA Form 22-1990	_____	_____
• If going on terminal leave, ensure DD 214 is correct and signed	_____	_____
45 Days Out		
• Start Checkout procedures	_____	_____
• Submit SF 1199A for direct deposit of retired pay	_____	_____
• Complete VA Form 21-626 if requesting disability assessment	_____	_____

SEPARATEE'S / RETIREE'S RECOMMENDED TIME MANAGEMENT CHECKLIST

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	Scheduled Date	Completion Date
30 Days Out		
• Complete check out processing	_____	_____
• Update DORS / PACS with civilian address	_____	_____
• Visit new area for interviews	_____	_____
• Visit the state employment agency & check on services	_____	_____
• Update emergency data & DEERS enrollment (PSD)	_____	_____
• Complete Retention / Separation Questionnaire (CCC)	_____	_____
• Tell Transition Office when you find employment	_____	_____
15 Days Out		
• Ensure transition assistance Page 13 is in service record (CCC, FSC)	_____	_____
• Submit application for new ID cards for self & family	_____	_____
0 – 30 + Days Out		
• Ensure DD 214 is complete / correct / signed	_____	_____
• Ensure ID cards are correct	_____	_____
• Register DD 214 at your local Court House	_____	_____
• Decide to accept or decline VGLI	_____	_____
• Report to VA outpatient clinic if dental work is not complete	_____	_____
• Submit VA Form 21-626 for disability claim (if needed)	_____	_____
0 – 90 + Days Out		
• Check VA for benefits changes	_____	_____
• Continue to use services at the Transition Assistance Office	_____	_____
• Evaluate job offers	_____	_____
• Negotiate	_____	_____
• Sign contract	_____	_____
• Begin new life	_____	_____
• Savor success	_____	_____
• Follow up	_____	_____
• Acknowledge Networkers	_____	_____
• Send Thank You letters	_____	_____
• Record lessons learned	_____	_____
• Assist other veterans	_____	_____

CONGRATULATIONS!